

**CAP SUBORDINATE UNIT INSPECTION GUIDE 1 Aug 2002**

<b>TAB A-1: AEROSPACE EDUCATION</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Is the Aerospace Education Officer (AEO) appointed by the commander in writing?	CAPR 280-2 Para 3 CAPP 20-1 page
2.	How is the Aerospace Education Program for Senior Members (AEPSM) program monitored? a. Has the AEO passed the AEPSM exam? b. Are CAPFs 126 promptly forwarded to the wing upon completion of AEPSM exams? c. How many AEPSMs were completed YTD? d. How many seniors have not completed AEPSM?	AE Policy letter CAPR 280-2 Para 2a(2)(a), 3d(1), 3d(2) and/or 3d(3) and CAPP 15 Page 14
3.	Is the AEO progressing in the CAPP 215 Specialty Track, <i>Aerospace Education Officer</i> , or has he/she completed the program?	CAPR 280-2 Para 2a(2)(b)
4.	Is the unit Aerospace Education Activity Report sent to the wing DAE by 15 Jan? (Review the Activity Report and the required documentation) a. Is the report thorough; well documented? b. Is a signed copy sent to the unit commander?; to the group AEO?	CAPR 280-2 Para 3d and CAPP 15 pages 57-60  CAPP 15 pages 57-59 CAPP 15 page 57-59
5.	Is the unit participating in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program? Describe the unit's AEX activities.	CAPP 15 Pages 38-39
6.	When was the last cadet current affairs activity at the unit? a. Who conducted the activity? b. What was discussed?	CAPR 280-2 Para 3d(1)(d), 3d(2)(e) and/or 3d(3)(b)
7.	Is there an AE bulletin board at the unit? • How current is the information on the bulletin board?	CAPR 280-2 Para 3d(1)(e), 3d(2)(f) and/or 3d(3)(b)
8.	Did the unit consider submitting nominations for (AEO should provide copies of completed nomination forms): a. Brewer Awards (Cadet, Senior Member, Individual, Organization categories) b. A. Scott Crossfield Aerospace Education Teacher of the Year Award c. Crown Circle Award	CAPR 280-2 Para 4 and CAPP 15  CAPR 280-2 Para 3c(23) and 4b CAPR 280-2 Para 3c(10) and 4d CAPR 280-2 Para 3c(10) and 4c
9.	Is the AEO utilizing the "How-To" material	CAPP 15 Pages 19-

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	included in CAPP 15, <i>Aerospace Education Officers' Handbook</i> ?	36
10.	What is the unit doing "above and beyond" to promote AE internally?	
11.	What is the unit doing "above and beyond" to promote AE externally?	